

**RISK ASSESSMENT – Exposure to Coronavirus – Test Valley Borough Council Rev4 ( 2021)**

**Service: Generic Overarching Risk Assessment**

**Location: Council Offices & Various Locations Around the Borough**

**Risk Assessment History:**

This is a revised corporate risk assessment in light of the Covid-19 pandemic following relevant Government guidance including sector specific working safety guidance. In particular, regard has been paid to the following guidance so far as is relevant:

- Offices, factories and labs (14 July 2021)
- Construction and other outdoor work (11 May 2020, Revised 14 July 2021)

This risk assessment complements and builds on the various individual TVBC service risk assessments that have been produced to date, providing a corporate perspective on health and safety risk in the context of the Covid-19 pandemic and as national legal restrictions are incrementally removed.

**Task or Area Description:**

Multiple public services delivered through customer facing, on site, home visiting and/or back office functions (including telephone and electronic support) that typically involve a wide variety of tasks. This risk assessment is applicable to most areas associated within the portfolio of borough council statutory responsibilities and other discretionary services provided by TVBC and should be understood as a Corporate Risk assessment. There will remain, however, individual service risk assessments that account for particular areas of the business with very specific health and safety requirements, such as in the context of those delivered by the Environmental Services and the Property and Asset Management Service and Facilities Services.

The Council undertakes a wide range of visits to domestic and commercial premises for purposes such as giving advice, monitoring and conducting surveys, inspections and investigations. These are all within scope of this risk assessment along with the corporate approach to health and safety in the Council's various office buildings.

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| <p><b>People Affected:</b></p> <p>Test Valley Borough Council staff.</p> <p>Partner agencies where applicable through meetings attendance or joint visiting arrangements.</p> <p>Members of the public who use Council services or who may require Council Services that are delivered either in person, on site or in their home.</p> | <p><b>Completed by:</b> Mark Lee, Environmental Health Manager &amp; Phil Turner, Head of Housing &amp; Environmental Health</p>            | <p><b>Date:</b> 8 September 2021<br/>PPRG</p>  |
|  | <p><b>Reviewed by:</b> Covid-19 Working Group (including Health &amp; Safety Officer), Internal Audit, Management Team, Chief Executive</p> | <p><b>Date:</b> Ongoing – most recently following changes to the national regulations on 19<sup>th</sup> July 2021</p> |
|  | <p><b>Workplace Representative Reviewer (Union or Service rep):</b></p> <p>All staff to be consulted along with Unions.</p>                 | <p><b>Date:</b> Agreed 23 September 2021</p>   |
| <p><b>Assessment Seen By:</b></p>  | <p>Management Team, Covid-19 Working Group, TVBC staff, Unions, all tenants operating out of TVBC offices</p>                               |  |

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| <p><b>Document creation date:</b> 21 July 2021</p> | <p><b>Version No.</b><br/>Agreed 23 September 2021<br/>PPRG</p> | <p><b>Expected date for document review:</b><br/>Update as necessary in light of change of guidance or other significant changes that affect risk exposure.</p> |
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## Risk Rating Matrix

Use the hazard matrix below to calculate the risk rating for the activity with controls already in place and determine if further controls are required.

The aim of further controls is to reduce the level of risk to a Desirable or Acceptable level. Seek further assistance from the Health & Safety Manager if the activity, after implementing controls, is not within the 'green'

$$\text{Risk Rating} = \text{Likelihood} \times \text{Severity}$$

|  |              |   |                   |        |            |          |          |
|--|--------------|---|-------------------|--------|------------|----------|----------|
| <b>S<br/>e<br/>v<br/>e<br/>r<br/>i<br/>t<br/>y</b> | Catastrophic | 5 | 5                 | 10     | 15         | 20       | 25       |
|  | Significant  | 4 | 4                 | 8      | 12         | 16       | 20       |
|  | Moderate     | 3 | 3                 | 6      | 9          | 12       | 15       |
|  | Low          | 2 | 2                 | 4      | 6          | 8        | 10       |
|  | Negligible   | 1 | 1                 | 2      | 3          | 4        | 5        |
|  |              |   | 1                 | 2      | 3          | 4        | 5        |
|  |              |   | Improbable        | Remote | Occasional | Probable | Frequent |
|  |              |   | <b>Likelihood</b> |        |            |          |          |

|              |   |               |
|--------------|---|---------------|
| Catastrophic | <span style="color: red;">■</span>        | STOP          |
| Unacceptable | <span style="color: orange;">■</span>     | URGENT ACTION |
| Undesirable  | <span style="color: yellow;">■</span>     | ACTION        |
| Acceptable   | <span style="color: lightgreen;">■</span> | MONITOR       |
| Desirable    | <span style="color: green;">■</span>      | NO ACTION     |

| Hazards Identified and how harm may occur   | Control measures in place   | Likelihood score (1-5) | Severity score (1-5) | Risk rating (See table) | Further controls required?   | Residual risk rating after further controls | Action by who?                                       | Date completed |
|---|---|------------------------|----------------------|-------------------------|--|---|--|----------------|
| <p>Coronavirus infection exposure potentially resulting in a life-threatening illness</p> <p>This concerns the risk of exposure whilst at work and undertaking work activities, and preventing the spreading of the virus to others, especially vulnerable people</p> | <p><u>Clinically Extremely Vulnerable Staff</u></p> <p>This relates to individuals who have in the past been advised to shield at home for medical reasons during the pandemic and others who are now considered to be Clinically Extremely Vulnerable because of a health condition which places them at higher risk of severe illness. Individual risk assessments have been reviewed and updated with all employees in this group. Any new individual risk assessments set up will be in close consultation with each employee concerned, and this will be used to identify appropriate adaptations on a case by case basis. It is important that, in addition to any adaptations made, these individuals take extra care in observing hygiene precautions and taking precautions, including their own social distancing measures when meeting others they do not usually meet with in order to reduce the risk of catching or spreading Covid-19.</p> | 2 (if no shielding)    | 4                    | 8 (if no shielding)     | <p>Abide by new emerging guidance</p> <p>Note reduced potential risks where individuals have received 2 vaccinations</p> | 8 (if no shielding)                         | Update working arrangements in light of new guidance | Ongoing        |
|   | <p><u>Clinically Vulnerable Staff</u></p> <p>This relates to individuals who are at higher risk of severe illness but do not have conditions which place them as clinically extremely vulnerable. This group includes those aged 70 and over, those with certain underlying conditions, pregnant women and other individuals who may be at higher risk of severe illness from coronavirus (for example Black, Asian and Minority Ethnic communities). Individual or group risk assessments are conducted with all</p>   | 2                      | 3                    | 6                       | <p>Abide by new emerging guidance</p> <p>Note reduced potential risks where</p>  | 6   | Update working arrangements in light of new guidance | Ongoing        |

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|  | <p>employees in this group, Current risk assessments have been updated and any new risk assessments will happen in close consultation with the employee and will be used to identify appropriate adaptations on a case-by-case basis. It is important that, in addition to any adaptations made, these individuals take extra care in observing hygiene and other precautions when meeting others they do not usually meet in order to reduce the risk of catching or spreading Covid-19. Adaptions may include changes to the job role and/or the working environment to minimise Covid exposure risks. These steps will be taken alongside the wider measures we continue to take to minimise the risk of transmission.</p> <p>Advice for pregnant employees on risk assessments in the workplace and occupational health during the coronavirus (COVID-19) pandemic. Has been updated to reflect the lifting of restrictions and current guidance can be found at <a href="https://www.gov.uk/government/guidance/coronavirus-covid-19-advice-for-pregnant-employees">Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</a></p> |   |   |   | <p>individuals have received 2 vaccinations</p>  |   |  |         |
|  | <p><u>Staff who Live with Someone who is Clinically Vulnerable or Clinically Extremely Vulnerable</u></p> <p>These will be assessed on a case by case basis in consultation with the staff member concerned.</p>   | 2 | 3 | 6 | <p>Abide by new emerging guidance</p> <p>Note reduced potential risks where individuals have</p> | 6 | Update working arrangements in light of new guidance | Ongoing |

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|  |   |   |   |   | received 2 vaccinations  |   |  |         |
|  | <p><u>Working in the Office (including Bourne House, FMC and Portway)</u></p> <p>Staff awareness – all staff are receiving staff information bulletins and have access to TVBC policies and procedures relating to hygiene precautions (hand washing etc.), minimising the risk of exposure and limiting the risk of spread.</p> <p>Members of staff who have tested positive for Covid, or have suspected Covid symptoms, or are otherwise required to self-isolate (e.g. if instructed to do so by NHS Test and Trace), are not permitted to come in to work and must remain at home to self-isolate in accordance with national law and guidelines. Coronavirus – What to Do Guidance is in place to help ensure that this is observed.</p> <p>In cases where a member of staff reports sickness due to known or suspected Covid-19, a review will follow to consider whether any staff in close contact previously may have been exposed, and any appropriate follow up action considered (in consultation with Public Health England where appropriate).</p> <p>Where the job role allows, staff may work from home where agreed with their manager. A ‘Temporary Agile Working Policy’ is in place alongside new ways of working pilots in each service area.</p> <p>Staff attending work will abide by Council guidance. See in particular the general Covid-safe principles below.</p> <p>The number of staff in the offices (Beech Hurst, FMC and Portway) will naturally be reduced through agile working, however, restrictions on</p> | 2 | 2 | 4 | <p>Abide by new emerging guidance</p> <p>Note reduced potential risks where individuals have received 2 vaccinations</p> | 4 | Update working arrangements in light of new guidance | Ongoing |

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|  | <p>numbers may be required depending on the nature and size of the working space.</p> <p>The layout of work areas will be reviewed with separation and/or screens/barriers and/or the use of back-to-back or side-to-side working rather than face-to-face working to be adopted wherever possible.</p> <p>Fixed teams in the office will be used wherever possible to keep contacts, hence exposure risk, to a minimum. Unnecessary trips to different parts of the building should also be avoided.</p> <p>An enhanced office cleaning regime is in place (daily cleaning of certain high frequency touch points).</p> <p>The sharing of office desks and equipment may be undertaken with close regard to minimising the potential transmission risks associated with shared personal equipment. This will be managed through personal responsibility of the desk user, using a combination of good personal hygiene and cleaning of equipment (keyboard, mouse, phone, desk surface etc.) both before and after use.</p> <p>Staff should minimise the touching of shared equipment, such as printer/photocopiers, as far as practicably possible (e.g. use ID tag instead of fingers to touch printer buttons and reduce the number of visits made to use it), and wash hands regularly to minimise the risks associated with other common touch surfaces.</p> <p>The opening of windows is an important precaution to reduce the risks and therefore good ventilation should be maintained where possible.</p> <p>The use of face coverings in the offices is encouraged when walking around council buildings and in communal areas.</p> |  |  |  |  |  |  |  |
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|  | <p>The use of office space is under continual corporate review, along with customer reception arrangements at Beech Hurst and the FMC in light of current government guidance. This includes detailed arrangements with regard to the use of meeting rooms, alterations to circulation routes, ventilation requirements and the use of screens, floor markings, face coverings and signage. The Council is also emphasizing the need for all staff to take personal responsibility for operating in a Covid secure way which minimizes the potential transmission risks of the virus, in a proportionate way which accords with all relevant guidance.</p>   |   |   |   |                                |   |  |         |
|  | <p><b><u>Face to Face Meetings and Interviews</u></b></p> <p>Where face to face meetings take place at any Council premises then the organiser should consider appropriate precautions to take (every case on its merits), in particular ensuring where possible:</p> <ul style="list-style-type: none"> <li>• Good ventilation</li> <li>• Appropriate spacing between people</li> <li>• The availability of hand sanitizer</li> <li>• Appropriate signage / advice is provided to external attendees not to attend if symptomatic or required to self-isolate</li> <li>• Face coverings to be encouraged at the discretion of the organizer if taking place in enclosed spaces that are not well ventilated.</li> </ul> <p>Adaptations to the reception areas and interview rooms have been made to enable face to face meetings to take place. Visitors to the reception areas are requested to wear a face covering.</p> <p>The measures in place are considered suitable and robust such that all staff required to attend</p> | 2 | 3 | 6 | Abide by new emerging guidance | 6 | Update working arrangements in light of new guidance | Ongoing |



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|  | the offices for a meeting or other face to face activity - where this has been carefully considered in light of all current guidance and with regard to this risk assessment - will be expected to do so (save in exceptional circumstances).  |   |   |   |                                |   |  |         |
|  | <u>Visits to or working in Open Air Public Areas</u><br>Sickness, self-isolation and standard public hygiene guidelines are to be observed.<br>Use of an alcohol-based hand sanitiser where appropriate.<br>For Environmental Services, Property & Asset Management and Communities & Leisure, bespoke service level risk assessments will cover this further. | 2 | 2 | 4 | Abide by new emerging guidance | 4 | Update working arrangements in light of new guidance | Ongoing |
|  | <u>Visits to External Premises (other than domestic premises)</u><br>Sickness, self-isolation and standard public hygiene guidelines are to be observed.<br>Use of an alcohol-based hand sanitiser gel, face coverings and other PPE where appropriate.<br>Abide by the general principles of Covid safe working (see below).<br>.                             | 2 | 3 | 6 | Abide by new emerging guidance | 6 | Update working arrangements in light of new guidance | Ongoing |
|  | <u>Visits to the Outdoor Areas of Domestic Premises</u><br>Sickness, self-isolation and standard public hygiene guidelines are to be observed.   | 2 | 2 | 4 | Abide by new emerging guidance | 4 | Update working arrangements in light of              | Ongoing |

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|  | <p>Use of an alcohol-based hand sanitiser gel and other PPE where appropriate.</p> <p>Abide by the general principles of Covid safe working (see below).</p>   |   |   |   |                                |   | new guidance   |         |
|  | <p><u>Visits to the Indoor Areas of Occupied Domestic Premises</u></p> <p>Sickness, self-isolation and standard public hygiene guidelines are to be observed.</p> <p>Use of an alcohol-based hand sanitiser gel and other PPE where appropriate.</p> <p>Abide by the general principles of Covid safe working (see below).</p>   | 2 | 3 | 6 | Abide by new emerging guidance | 6 | Update working arrangements in light of new guidance | Ongoing |
|  | <p><u>Use of Council Vehicles*</u></p> <p>Where practicably possible, vans will be assigned to specific officers, normally for their exclusive use, and this will minimize the risk of coronavirus transmission.</p> <p>Elapse of 3 days and/or cleaning of surfaces that are touched regularly within the vehicles will be undertaken between changes in driver.</p> <p><i>*Exceptions to this reflecting the specific requirements of Environmental Services are included in a separate service specific risk assessment</i></p> | 2 | 3 | 6 | Abide by new emerging guidance | 6 | Update working arrangements in light of new guidance | Ongoing |
|  | <p><u>Handling of Dogs and Pets</u></p> <p>Hand washing after touching animals is required as part of normal safety procedures.</p> <p>Special consideration / assessment is required prior to handling, transporting and homing</p>   | 1 | 2 | 2 | Abide by new emerging guidance | 2 | Update working arrangements in light of              | Ongoing |

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|  | <p>animals that may have been in recent contact with a Covid-19 sufferer.</p> <p>A stock of van disinfection chemicals is available if/when required.</p>   |   |   |   |   |   | new guidance   |         |
| <p>Mental wellbeing of staff who are in higher risk groups, self-isolating or otherwise working alone for extended periods</p> | <p>Regular contact to be made by the manager with those working from home for extended periods.</p> <p>'Tips for working at home' (on the intranet) provides guidance for maintaining the wellbeing of staff working from home. The wellbeing pages on the Intranet also provide a range of general wellbeing resources including signposting to additional resources and useful organisations for advice on maintaining good physical and mental health.</p> <p>A number of on-line well-being courses and talks have been made available to employees and managers.</p> <p>A guide has been developed to support managers with managing remote and hybrid teams, along with a Temporary Agile Working Policy and FAQ's to assist all staff</p> <p>A series of navigating the new normal manager and employee workshops have been made available.</p> <p>The Council operates an employee support service.</p> | 3 | 3 | 9 | Abide by new emerging guidance                        | 9 | Update working arrangements in light of new guidance | Ongoing |
| <p>Workstation health &amp; safety for those who may be homeworking for extended periods and in</p>                            | <p>Employees working from home for extended periods are to undertake workstation assessment to assess the appropriateness of their home working arrangements and report to their manager any deficiencies in the environment and equipment available that may be identified.</p>  | 2 | 2 | 4 | Observe existing workstation health & safety guidance | 4 | All staff & manager to review workstations for those | Ongoing |

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| <p>light of transition to new operating model</p> | <p>Office equipment can be made available where required using the employee's normal day to day workstation in the office where they would otherwise normally work.</p> <p>All those working from home will be required to undertake a DSE assessment and have a discussion with their manager about their home working set up and safety. Where it is identified as an urgent need IT or other equipment required to enable people to continue to work effectively from home will be provided. Options to work in a Covid safe way in the office will be considered where people are unable to work safely from home due to their physical or mental well-being.</p> <p>The Council has invested heavily in homeworking equipment for staff and ensured the office environment is operating in accordance with relevant guidance to facilitate a safe working space for those who are unable to work from home.</p> |  |  |  |  |  | <p>working from home for extended periods and/or who are likely to continue to work from home under new operating conditions post-Covid-19</p> |  |
|---|--|--|--|--|--|--|--|--|

## **Safe Working Methods and Arrangements**

### **General Covid-Safe Principles Applicable to all Staff in All Work Situations**

All staff must follow national guidelines and requirements along with relevant Council policies and procedures in respect of Covid-19. Key reference documents for staff are available on the intranet and should be checked regularly for updates.

Staff are reminded of the following:

- It is incumbent on all employees to take personal responsibility for health and safety in the workplace in general and including in the context of Covid-19, and with due regard to this risk assessment and all associated guidance.
- To protect others, stay at home and do not come in to work (or undertake any work visits) if you develop COVID-19 symptoms. Self-isolate immediately and get a PCR test, even if your symptoms are mild. You should self-isolate at home while you book the test and wait for the results. You are legally required to self-isolate if you test positive, or are instructed to do so by NHS Test and Trace, and may be advised or required to self-isolate in various other situations where you are potentially exposed to Covid. Please note that from Monday 16<sup>th</sup> August 2021, there is no longer any requirement for those who are under 18 years of age, or who have received 2 Covid vaccination jabs to self-isolate following potential social contact with someone with the virus – however, self-isolation remains a requirement for those who have symptoms or who have tested positive for the virus. Follow the national self-isolation guidelines and book a test as necessary – please see the intranet for details. It is also essential that the Council's sickness reporting procedures are followed.
- Keep a reasonable distance from others wherever possible within the workplace. Consider the use of face coverings in those circumstances where close contact is likely. Abide by all measures in place (to help prevent transmission of the virus. To reduce the spread of germs when you cough or sneeze, cover your mouth and nose with a tissue or your sleeve, not your hands. Throw the tissue in a bin immediately, then wash your hands.
- Wash your hands with soap and water or use hand sanitiser regularly throughout the day. Remember that the virus may also be deposited on surfaces by someone who is infectious but may not show any visible symptoms – that is why it is important to avoid touching common surfaces where possible and wash your hands regularly. It is particularly important to wash your hands: before you eat or handle food; after coming into contact with surfaces touched by many others, such as handles, handrails and light switches; after coming into contact with shared areas such as kitchens and toilet facilities; when you return home.
- Where possible, avoid touching your eyes, nose and mouth. If you do need to touch your face (for example to put on or take off your face covering), wash or sanitise your hands before and after. Hands touch many surfaces and can become contaminated with viruses, including COVID-19, and then potentially infect you through your eyes, nose or mouth from

your hands. Using soap and water is the most effective way to clean your hands but hand sanitiser can be used where hand washing facilities are not available.

- Good ventilation of working areas (e.g. by opening windows) reduces the risks of transmission. This is because, when a person infected with COVID-19 coughs, talks or breathes, they release droplets and aerosols which can be breathed in by another person. Fresh air blows away these particles, reducing the chances of COVID-19 spreading. For the same reason, meeting with people outdoors is preferable to meeting them indoors.
- Meetings that are arranged indoors must be organised with regard to this risk assessment, and with the meeting organiser taking responsibility for ensuring the meeting preparations are in accordance with current Covid workplace arrangements.
- The use of face coverings can reduce the risks of transmission when in enclosed and crowded spaces.

### **Visits to External Premises (Other than People's Homes)**

Subject to the outcome of any Service-specific or personal risk assessment in place, the following additional Covid safe principles should be observed when undertaking visits to external (non-domestic) premises for work purposes:

- Keep a reasonable distance from others wherever possible when on work visits and when meeting others you do not normally meet for work purposes.
- Take a supply of hand sanitiser with you when undertaking work visits in order to enable you to sanitise your hands in situations where hand washing facilities are not readily available.
- Avoid touching contact surfaces in public areas or those that others are likely to have come in to contact with recently. If you do touch such surfaces then wash your hands or apply hand sanitiser after doing so. Use your own pen if possible if/when signing in to the site and take care to avoid two-way contamination from contact between items brought to the visit (folders, report pads, measuring tapes, phones, pens et cetera) and contact surfaces within the premises.
- Abide by any additional site-specific Covid-19 safety rules set by the premises operator, e.g. use of a face covering.

### **Visits to People's Homes**

Subject to the relevant manager's approval and the outcome of any Service-specific or personal risk assessment in place, the following additional Covid safe principles should be observed:

- Do not visit the home of any resident where any occupant in that household has either tested positive for Covid (without full recovery and completion of the requisite self-isolation period), or are suspected to have Covid (e.g. have any Covid symptoms), or are self-isolating. You may not be aware of this before knocking on the door but it is important to check this before continuing with the visit. In any of these situations, do not go inside and leave immediately. The question to ask is: Does anyone in the household currently have Covid, or is suspected may have Covid, or is self-isolating for any reason? If the answer is 'yes' to any of the questions, or you have doubts about the answers, do not proceed with the visit and consult with a manager as to how to proceed. Note: It is advisable to record that this check has been undertaken.
- If, despite having made the Covid checks referred to above, someone at the property appears unwell and shows symptoms typically associated with coronavirus (such as a continuous, dry cough, a high temperature or a loss or change to the sense of smell or taste), then leave at the first opportunity and indicate that alternative arrangements will be made by telephone subsequently. The same applies if you learn that anyone present ought to be self-isolating as a precaution following suspected exposure to the virus. Such an occurrence should also be reported to a manager without delay.
- Continue to maintain a reasonable distance from the householder(s) as far as reasonably practicable when on work visits to other people's homes. This is for your protection and theirs. Respect the fact that many householders will be clinically vulnerable and/or nervous of receiving unfamiliar visitors who may be infectious asymptotically.
- Avoid going inside people's homes if it is reasonably practicable to avoid doing so, for example meeting on the doorstep or outdoors instead of meeting indoors. Remember: The risks of airborne transmission are lower when outdoors than indoors.
- Limit the number of people you meet with at one time if possible, as this reduces the risks of transmission.
- Wear a face covering if going indoors unless otherwise agreed with the householder – this provides added protection and reassurance to the householder (in case you are infectious asymptotically and therefore not aware of it).
- Take a supply of hand sanitiser with you when undertaking such visits in order to enable you to sanitise your hands during the visit and in particular before entry and after leaving.
- Avoid touching any surfaces within the property as far as possible but if you do so then reapply hand sanitiser when you leave. Take care to avoid two-way contamination from contact between items brought to the visit (folders, report pads, measuring tapes, phones, pens et cetera) and contact surfaces within the premises.
- Keep visits to inside the home as short in duration as possible.
- Good ventilation in the room (e.g. open windows and internal doors) will help to reduce the risks.

## Hand Sanitiser

When making visits, suitable hand-washing facilities will not generally be available and so an alcohol-based hand sanitiser will be provided to all staff who make visits as part of their role. This may be replenished from top up (pump dispenser) bottles which are available in Beech Hurst and the FMC.

## Face Coverings

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it (with unclean hands)
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

When removing a face covering:



- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed